

# Standards Committee



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## Claire Sinay, Chair

Tuesday, October 12, 2010  
9:00 am to 11:00 am  
Area Agency on Aging/Care Directions  
1366 East Thomas Road, Phoenix  
3<sup>rd</sup> Floor, Room 303

4041 N Central Ave, 14<sup>th</sup> Floor  
Phoenix, AZ 85012-3329  
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PlanningCouncil@mail.maricopa.gov

## Meeting Minutes

**Committee Members** *AT: Attended AB: Absent EX: Excused ALT: Alternate Present*

AT	Claire Sinay	AT	Debby Elliott <i>alt: Philip Seeger</i>	EX	Deborah Frusciano <i>alt: Kimberley Bickes</i>	AT	Eric Moore
AT	Randall Furrow						

### Guests

Maclovía Morales	Yvette Madero	Ana Diaz	Erica TeKampe
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### Administrative Agent Staff

Kenneth Leighton-Boster	Edd Welsh	Carmen Hair
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**Support Staff:** John Sapero

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## Welcome, introductions and declarations of any conflicts-of-interest

Claire Sinay called the meeting to order and welcomed the attendees. Everyone introduced him/her self and declared any conflicts-of-interest.

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## Determination of quorum

Quorum was established with four of five members in attendance at approximately 9:10 am.

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## Review of the meeting minutes and action items from prior meetings

The committee silently reviewed summary minutes from the Tuesday, August 10, 2010 meeting. No corrections were voiced.

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**Administrative Agent update**

Kenneth Leighton-Boster discussed:

- The Part A office is completing the GY 2011 grant application

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**Committee Chair update**

No comments were voiced.

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**General Review of Standards of Care to address new and emerging issues**

***Universal Standards***

Eric Moore discussed he had been tasked to review citizenship status as it related to the universal standards of care. Eric related that at the Ryan White All Grantees Conference, the issue had been discussed at a consumer forum. HRSA stated that as long as federal law did not change, Ryan White services would serve undocumented individuals.

Eric reviewed the vision statement for the National HIV/AIDS Strategy and suggested that language from the vision be added to the Universal Standards of Care.

After discussion, the committee continued revisions to the Universal Standards of Care (please see attached document).

**MOTION:** Eric Moore moved to approve the Universal Standards of Care, as revised. Debby Elliott seconded.

**DISCUSSION:** None.

**OUTCOME:** The motion passed.

***Timeline to Establish Case Management Services***

Kenneth Leighton-Boster discussed that Case Management service providers had varying interpretations of the timeline to assess clients and complete a care plan. Kenneth provided sample timelines for review, and asked the committee to develop a standardized timeline that will be applicable for all providers.

Case management providers in attendance provided an overview of the intake flow at their respective agencies.

There was discussion regarding using language in the National HIV/AIDS strategy as a basis for the development of a timeline.

Initial draft language was developed to define the timeline, and how non-compliance due to client inaction would be addressed.

## **MEETING MINUTES** *continued*

### **Early Intervention Services**

The Memphis TGA standards of care for this service category were provided for review. Discussion was scheduled to begin at the December meeting.

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### **Discussion of agenda items for the next meeting**

In addition to the recurring agenda items, the committee determined the following:

#### **Agenda Items**

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Case Management timeline discussion

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Early Intervention Services standards of care discussion

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### **Action Items to be completed by the next meeting**

<b>Task</b>	<b>Assigned To</b>

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### **Current events summaries**

Eric Moore provided information regarding memorial services for Larry Stähli.

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### **Call to the public**

No comments were voiced.

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### **Adjourn**

The meeting adjourned at approximately 10:53 am.